MICROSOFT APPLICATIONS, CERTIFICATE OF PROFICIENCY

Certificate of Proficiency in Microsoft Applications is designed to provide knowledge and skills in the use of Microsoft Word, Excel, and Access, particularly in a business settings. Students completing this certificate program will be able to take the Microsoft Certification Exams at no additional cost.

Curriculum

The Certificate of Proficiency in Microsoft Applications has a total of 9 credit hours.

Code	Title	Hours
BUAD 2003	Business Information Systems	3
BDA 2003	Business Problem Solving	3
MGMT 3173	Advanced Microsoft Techniques	3
Total Hours		**9**